

Dealer Bundle Listing

17.000 Transmittal of Registration Applications

The department furnishes dealers Transmittal of Registration Applications (FO 247) forms for listing registration applications submitted to DMV. It provides dealers and the department a means of tracking applications.

NOTE: Dealers may process up to five applications at any one time without listing them on the FO 247 using the appointment system at any DMV office.

17.005 Completing a Transmittal of Registration Applications

The Transmittal of Registration Applications (FO 247) must be submitted in duplicate, but may be prepared in triplicate if a receipt for the applications is requested. The department retains the original copy and returns the duplicate to the dealer after the applications are processed. A separate check for each transmittal is preferred.

The objective of using the transmittal is clarity. Therefore, if necessary use two lines for an entry rather than crowding the information on one line. Notations, such as “posting fees only,” may be shown on the transmittal.

Complete the Dealer’s Portion of the FO 247 as follows:

- Enter the dealer information in the heading.
- Check “credit” **or** “refund” (of excess fees). This applies to the entire bundle.
- Indicate if the completed work is to be picked up or mailed to the dealership. (Plates are mailed to the registered owner from Sacramento Headquarters under the department’s centralized plate issuance program.)

Column	Information
1	Name of purchaser, vehicle identification number, or license number.
2	Report of sale number.
3	Indicate new or used.
4	
5	Date of sale.

Column	Information
6	Amount of fees collected from the customer.
7a	Receipt number of previously issued credit for the vehicle, if any.
7b	Credit amount in Column (7a).
7c	Cash or check submitted. Exclude any credit listed in Column (7b).
7d	<p>This column is the total of columns (7b) and (7c) and must be at least as much as the fees collected from all your customers (or a refund is due the customer per VC §11713.4). It may include fees paid by you for your customer.</p> <p>NOTE: Do not show fees in this column that were collected and refunded to your customer prior to submission of the transmittal form to the department.</p>

17.015 DMV Processing of the Transmittal of Registration Applications

When a Transmittal of Registration Applications (FO 247) is received by DMV, a departmental employee will:

- Verify the number of applications received.
- Assign a “bundle” number for control purposes.
- Enter the received or postmarked date based on type of delivery (direct or mail).
- Complete the “For Department Use” portion of the FO 247.

<i>If the fees submitted...</i>	<i>then...</i>
are not sufficient	additional fees are requested.
exceed the amount due	a credit receipt or refund check will be issued.

IMPORTANT: A dealer who collects more fees from a customer than are due the state is responsible for refunding the overpayment to the customer.

After the DMV has processed/cashiered the applications:

- The dealer copy of the transmittal and any returned (RDF) items are returned to the dealer. Any ASF information will be shown on the transmittal.
- Any receipts, registration cards and/or stickers issued are disbursed in accordance with the instructions on the transmittal. The central license plate facility in Sacramento issues any required license plates/stickers and Registration Cards.